

## Helpful Tips on Writing Letters to the Editors

- ▶ **Make one point** (or at most two) in your letter or fax. State the point clearly, ideally in the first sentence.
- ▶ **Make your letter timely.** Address a current news issue, tie your issue to a recent event, or address an article, letter or editorial that recently appeared in the paper you are writing to.
- ▶ **Familiarize yourself with the coverage** and editorial position of the paper to which you are writing. Refute or support specific statements, address relevant facts that are ignored, but do not make blanket attacks on the media in general or the newspaper in particular.
- ▶ **Support your facts.** If the topic you address is controversial, consider including documentation (of any disputed piece of information you refer to).
- ▶ **Keep your letter brief.** Type it whenever possible.
- ▶ **Find others to write letters when possible.** This will show that many individuals in the community are concerned about the issue. If your letter doesn't get published, perhaps someone else's on the same topic will.
- ▶ **Monitor your paper for your letter.** If your letter has not appeared within two weeks, follow up with a call to the editorial department of the newspaper.

## SC Daily Newspapers - Guidelines for Letters to the Editor

### **The Aiken Standard**

#### **Letters to the Editor**

**P.O. Box 456**

**Aiken, SC 29802**

**(803) 648-2311 ext.203 Fax (803) 648-6052**

-Must include writer's name, signature, address and phone number.

-Prefer to use letters as written; however, letters may be edited for length and style.

-Typewritten preferred, but handwritten accepted.

### **Independent Mail**

#### **Paul Hyde, Editor**

**P.O. Box 2507**

**Anderson, SC 29622**

**(864) 224-4321 Fax (864) 260-1276**

-Must include writer's name, signature, address and daytime phone number.

-Prefer to use letters as written; however letters may be edited for length and style.

-Typewritten preferred, but handwritten accepted.

**Beaufort Gazette****Letters to the Editor****P.O. Box 399****Beaufort, SC 29901****(803) 524-3183 Fax (803) 524-8728**

- Must include writer's name, signature, address and daytime phone number.
- Prefer typewritten, but handwritten accepted.

**Post and Courier****Barbara Williams****134 Columbus Street****Charleston, SC 29403****(803) 577-7111 Fax (803) 937-5579****E-mail editor@postandcourier.com**

- Must include writers' name, signature, address and phone number.
- Prefer to use letters as written; however, letters may be edited for length and style.
- Typewritten preferred, but handwritten accepted.

**The State****Letters to the Editor****P.O. Box 1333****Columbia, SC 29202****(803) 771-6161 Fax (803) 771-8430**

- Approximately 200-250 words.
- Must include the writer's name, signature, address and phone number. (letters will carry the writer's name and city).
- No contributor may have more than one letter published within any 30-day period.
- Only accepts letters directed exclusively to the editor of The State. Only send originals (if copies are sent it is assumed the originals have been sent to someone else).

**Florence Morning News****Letters to the Editor****P.O. Box 100528****Florence, SC 29501****(803) 317-6397 Fax (803) 317-7292**

- Approximately 250 words.
- Must include writer's name, signature, address and phone number.

**Greenville News****Letters to the Editor****P.O. Box 1688****Greenville, SC 29602****(864) 298-4100 Fax (864) 232-7091**

- Maximum of 250 words .
- Must include writer's name, signature, address and a daytime phone number.

**The Index Journal****Mr. William Collins****P.O. Box 1018****Greenwood SC 29648****(864) 223-1411 Fax (864) 223-7331**

- Approximately 300 words.
- Must include writer's name, signature, address and phone number.
- Prefer typewritten, but handwritten accepted.
- No contributor may have more than one letter published within any 30-day period

**The Island Packet****Letters to the Editor****P.O. Box 5727****Hilton Head, SC 29938****(803) 785-4293 Fax (803) 842-8314**

- Approximately 250 words.
- Must include writer's name, signature, address and daytime phone number.
- Typewritten.
- No contributor may have more than one letter published within any 30-day period.

**The Sun News -****Letters to the Editor****P.O. Box 406****Myrtle Beach, SC 29578-0406****(803) 626-8555 Fax (803) 626-0328 or 1-800-568-1800 ext. 356****E-mail [jausband@sunnews.infi.net](mailto:jausband@sunnews.infi.net).**

- 150 word maximum.
- Must include the writer's name, signature, address and phone number.
- Typewritten.
- No contributor may have more than one letter published within any 30-day period.
- Must not contain questionable or undocumented facts.
- Only accepts letters directed exclusively to the editor of The Sun News. Only send originals.
- Must be addressed specifically to The Sun News and not to a third party.

**The Times and Democrat****Letters to the Editor****P.O. Drawer 1766****Orangeburg, SC 29116****(803) 534-1060 Fax (803) 533-5595**

- Must include the writer's name, signature, address and phone number. (Will consider withholding a name on request, but will not withhold publication of the author's name simply because of letter's critical nature).
- Prefer to use letters as written; however, letters may be edited for length and style.

**The Herald****Voice of the People****P.O. Box 11707****Rock Hill, SC 29730****(803) 329-4000 Fax (803) 329-4021****-Approximately 300 words****-Must include the writer's name, signature, address and phone number.****The Herald Journal****Letters to the Editor****P.O. Box 1657****Spartanburg, SC 29304****(864)582-4511 Fax (864) 594-6350****E-mail [opinion@shj.com](mailto:opinion@shj.com)****-Approximately 250 words.****-Must include writer's name, signature, address and phone number.****-Prefer typewritten, but handwritten accepted.****-No contributor may have more than two letters published in a six month period.****The Item****Letters to the Editor****P.O. Box 1677****Sumter, SC 29151****(803) 775-6331 Fax (803) 775-1024****-Approximately 250 words.****-Must include writer's name, signature, address and daytime phone number.****-Prefer typewritten, but handwritten accepted.****The Union Daily Times****Letters to the Editor****P.O. Box 749****Union, SC 29379****(864) 427-1234 Fax (864) 427-1237****-Must include writer's name, signature, address and phone number.****-Prefer typewritten, but handwritten accepted.**